

**2023-24 MCCHS Senior Second Semester Final  
Exam Exemption & Appeal Form**



**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Seniors in good standing are afforded the opportunity to opt out of second semester final exams, given that they meet **all** of the following criteria. This form must be completed in its entirety (no earlier than the week of April 22, 2024) and returned to the school office by the end of the day on **Friday, April 26, 2024**. **The classroom teacher and/or Curriculum Director reserves the right to rescind exemption approval if the student's grade drops below 87% by the date of the final exam. The Curriculum Director also reserves the right to rescind exemption approval if the student accumulates additional disciplinary or attendance incidents that exclude him/her from the exemption policy outlined below by the date of the final exam. THIS FORM MUST BE COMPLETED and SUBMITTED ON TIME IN ORDER TO BE CONSIDERED FOR ANY EXAM EXEMPTIONS.**

***Tuition and fees must be paid in full by April 1, 2024, according to official tuition payment schedule.***

**SENIOR FINAL EXEMPTION CRITERIA**

***Academics:***

- Senior students must be passing their course with a **minimum 87% (average of both quarters, rounded) B+** as of the week of April 22-26, 2024, in order to waive out of that respective final exam.
- Senior Students have the option of taking their final exam, if doing so increases the chances of earning a better grade.

***Discipline:***

- Senior students must have accumulated **NO MORE THAN** three (3) detention hours over the course of the **entire 2023-2024 school year**.
- An in or out-of-school suspension is the equivalent of six (6) detention hours and will automatically disqualify the student from any exemptions. (IE - vaping, or in possession of vape/drug/alcohol materials, etc.)

***Attendance:***

- Senior students must have a minimum of 94% attendance rate (no more than 5 excused **and no unexcused absences**) **for second semester**.
- Senior students must have no more than 5 excused **and no unexcused absences for the class** during the second semester.
- *Extended medical situations (like Administrative acknowledged Covid absences)* approved by the administration and/or medical emergencies supported by medical documentation will not count towards the excused absences, tardies, or early dismissals.
- *Off-site college visits* will not count toward the attendance criteria **if the visit is pre-approved by administration** (using Student Advanced Leave Notice Form if absence is 2 or more days) and is verified upon return with a letter from the college visit.
- *School-sponsored absences*, such as spiritual retreats, administrative-approved field trips, and school-sport early releases will not count toward the attendance criteria.

**Final exam exemptions are limited to second semester final exams. Exemptions do not apply to Dual Credit or one-semester courses.**

Period	Course	Grade Percentage as of April 22, 2024 (earliest)	Teacher Signature
1			
3			
4			
5/6/7			
8			
9			
10			

**Appeal:** If you do not meet the final exam exemption criteria and believe one of the criteria should be re-evaluated in your case, please write your appeal on the back of this document. Please print legibly and articulate your case clearly. Direct your appeal to Ms. Novy, school Curriculum Director. **Please check this box (left) if you have included an appeal on the back of this form. APPEAL DECISIONS WILL BE MADE BY MAY 10, 2024. All appeal decisions are final.**